

Definitions for Application Status Dates

Application Received Date

This is the date that a complete application package is received at OPSC for processing and corresponds to the date and time stamp applied to the package in the OPSC mailroom the day it is delivered.

ART – 24 Hour Contact Made

When the OPSC Application Review Team receives and reviews the application package for all required documents, if any are missing, a 24-hour request is made to the school district to provide the missing documents or materials.

ART – 24 Hour Response Received

This represents the date that any missing documents or materials required for a complete application submittal were received by the OPSC in response to a 24 hour request.

PM – 15-Day Letter Sent

Once approved by the OPSC Application Review Team, the Project Manager conducts a review of the project to see if any outstanding issues exist and a 15-day letter is issued to address those issues. The 15-day letter will also contain the results of the OPSC Plan Verification Team review of the project and the OPSC Real Estate Team review if the project contains a site acquisition funding request.

PM – 15-Day Response Received

This is the date that the OPSC receives the district's response to the 15-day letter.

PM – 4-Day Letter Sent

After the 15-day letter is sent and the district has responded, the OPSC Plan Verification and Real Estate Teams will review the district's response. If any issues still remain, the Project Manager will issue a 4-day letter including the findings from the second review(s). In addition, any and all remaining issues with the project will be addressed in the 4-day letter.

PM – 4-Day Letter Response Received

This is the date that the OPSC receives the district's response to the 4-day letter.

PM – Application Processing Complete / SAB Date Set

Once the application has been finalized through the 15-day and 4-day letter process, the Project Manager will complete the processing of the application and schedule the project for the appropriate State Allocation Board (SAB) Meeting date. This completes the processing of the application so it can be presented for SAB approval.

SAB Approval Date

This represents the date that the State Allocation Board approves the project.